

CONTRACT ANALYST

DEFINITION: Under general supervision, performs work of moderate difficulty with responsibility to assist in procurement, review, evaluation and coordination of contracts, subcontracts, and grants for the Navajo Nation; monitors contractor performance in compliance with applicable laws, rules and regulations, court decisions, accepted business practices, departmental policies and procedures; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Initiates requests for proposals (RFP) for work required by the Nation or by a program of significant scope, complexity, monetary value; develops RFP notices, packages and evaluation tools; seeks service providers; assists in the preparation and implementation of contracts and associated budgets; provides technical assistance to Navajo Nation staff, service providers on contracting and related financial issues; reviews, monitors financial documents; reviews scope of work on selected contracts, grant, subcontracts for compliance with regulations and requirements.

Monitors performance for compliance with contract, grant and/or subcontract; monitors and coordinates actions taken on agreements between the Navajo Nation and contractors, subcontractors and grantors; prepares correspondence and reports; ensures that contracts are negotiated and finalized prior to start date; maintains electronic and hard copy files on all assigned contracts; monitors expenditures, reports, processes documents for payment of expenses; notifies and advises divisions, departments, programs of any problems or necessary corrective action associated with contracts.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of generally accepted grant, contract administration principles, procedures and practices. Knowledge of accounting transaction practices, procedures related tribal, federal, state, local laws and regulations.

Knowledge of procurement and contracting policies and methods.

Knowledge of budget practices, general fund and cost accounting principles and practices.

Knowledge of generally accepted office procedures and equipment including computers, financial/office application software.

Skill in auditing technical records and reports for compliance and evaluative purposes.

Skill in applying judgment in the release of confidential information.

Skill in operating personal computer and standard office software including word processing, databases and spreadsheet files.

Skill in gathering, consolidating, analyzing facts and drawing conclusions.

Skill in researching and preparing complex technical reports.

Skill in effectively and clearly communicating complex technical concepts, orally and in writing.

Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work is performed in a typical office environment.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Business Administration or closely related field; and one (1) year of contract and/or grant administration experience.

THE NAVAJO NATION

Class Code: 2018
Planning and Analysis Series
Contracts Crafting and Compliance Group
Overtime Code: Exempt
Pay Grade: 63

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PREFERRED QUALIFICATIONS:

- FMIS Certification.
- Proficient in Microsoft Office software or other applications.

Supplemental Requirements:

Some positions may require specific licenses or certifications.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.